



Prepared by:
MRGS/ARGS
June 2007

Annual Progress Reports

Who has to complete an Annual Progress Report?

- All doctoral students – submit to MRGS
- All masters students – submit to ARGS

... unless exempt!

Who is exempt from completing a report?

PhD:

- New students who commenced study after 14 March in the current year
- Students who have been on intermission for 9 months or more in the period 1 July in the previous year until 30 June in the current year
- Students who have confirmed their candidature or upgraded from masters to PhD since 14 March in the current year
- PhD staff candidates (but not staff members who are enrolled under standard PhD conditions)
- Students who have submitted their thesis for examination
- Students who have formally withdrawn from candidature
- Students who have lapsed their candidature

Who is exempt from completing a report?

Masters:

- Part-time students who commenced study after 14 March in the current year
- Students who have been on intermission for 9 months or more in the period 1 July in the previous year until 30 June in the current year
- Students whose review of candidature was successfully undertaken in the last three months (ie after mid- April) or is due to be undertaken within the next three months (ie before mid-October)
- Students who have submitted their thesis for examination or expect to submit their thesis in the next three months
- Students who have not yet commenced the research component of their degree
- Students who have formally withdrawn from candidature
- Students who have lapsed their candidature

Notification of exemption

- If you believe you are exempt from completing an APR in 2007 please send an exemption form to either MRGS or ARGS by 30 June 2007

The report

- Personalised cover sheet (PhD) or letter (masters)
- Request for exemption form
- Section A: to be completed by student – due 13th July
- Section B : to be completed by supervisor – due end of July (student and supervisor to sign together)
- Section C : to be completed by Graduate Co-ordinator - due early August

Purpose of the Annual Progress Report

- Outline progress made in the preceding 12 month period
- Set targets for the next 12 month period
- Document:
 - stage of writing of thesis
 - conference/seminar participation
 - interstate/overseas research or fieldwork
 - publications produced
- Identify and discuss factors affecting candidature

Highlight factors affecting your progress

- Personal, technical and supervisory difficulties
- Factors beyond your control, i.e. equipment breakdown, illness
- Change in research direction
- Departure/absence of a supervisor
- Infrequent consultation with supervisor
- Excessive supervisory load
- Inadequate resources/facilities
- Employment commitments

How are the reports processed at MRGS/ARGS?

- Every report is recorded as received and read by MRGS or ARGS staff
- General assessment of progress undertaken according to stage of candidature
- Check for adherence to doctoral/masters regulations
- If the report demonstrates research is on track within the framework of policy – it is simply filed away

How are the reports processed at MRGS/ARGS?

If the report raises concern, MRGS/ARGS might:

- Consult the Associate Dean (Graduate Research)
- Ask the School of monitor progress
- Request an Interim Progress Report

Interim Progress Reports

- An Interim Progress Report is a means of obtaining an update on the issues identified in the previous APR and to comment on what progress has been made to resolve the problems
- Report normally sent in January of the following year
- Usually due by the end of February in the following year

Information and documentation

Reports/forms available online:

PhD forms

<http://www.mrgs.monash.edu.au/research/students/progress/programforms.html>

Masters forms

<http://www.arts.monash.edu.au/research/candidature-forms/index.php>

Contacts

PhD candidates:

- **Ms Rebecca Hillman**
Administrative Officer (Candidature & Progress)
Monash Research Graduate School
Telephone: 9905 1283
Rebecca.Hillman@adm.monash.edu.au

- for a new cover sheet
- for an extension to submission deadline

Contacts

Masters candidates:

- **Ms Ann Ng**
Administrative Officer (Research)
Arts Research Graduate School
Telephone: 9905 5447
ann.ng@arts.monash.edu.au
- for an extension to submission deadline
- for advice

Remember

This is an enabling process to help you stay on target for thesis submission. Use the annual reporting process as an opportunity to take stock of your research project and timeline, to realign your focus and ensure you have the necessary tools to reach the finish line.